







# YEARBOOK

1952 - 1953

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## NOVEMBER CLUB

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ANDOVER  
MASSACHUSETTS

Organized November 7, 1889  
Incorporated June 15, 1891

# PRESIDENTS OF THE NOVEMBER CLUB

1889-1952

- \* Mrs. Helen M. Coy, 1889-1890
- \* Miss Emily A. Means, 1890-1891
- \* Mrs. Frederic Palmer, 1891-1892
- \* Mrs. William J. Tucker, 1892-1893
- \* Miss Maria S. Merrill, 1893-1894
- \* Miss Agnes Park, 1894-1896
- \* Mrs. Horace H. Tyer, 1896-1898
- \* Mrs. Matthew S. McCurdy, 1898-1901
- \* Miss Alice Buck, 1901-1903
- \* Mrs. Frederic Palmer, 1903-1904
- \* Mrs. Horace H. Tyer, 1904-1905
- \* Mrs. Matthew S. McCurdy, 1905-1906
- \* Mrs. Peter D. Smith, 1906-1909
- \* Mrs. James C. Sawyer, 1909-1911
- \* Mrs. Frank T. Carlton, 1911-1913
- \* Mrs. Edward Y. Hincks, 1913-1914



- \*Miss Katherine R. Kelsey, 1914-1917
- \*Mrs. James C. Sawyer, 1917-1919
- \*Mrs. Horace H. Tyer, 1919-1921
- \*Miss Bertha Bailey, 1921-1923
- Mrs. John C. Angus, 1923-1925
- Mrs. E. Victor Bigelow, 1925-1927, Quincy
- \*Mrs. Frank T. Carlton, 1927-1928
- Miss Fonnies E. Davis, 1928-1931
- Mrs. James H. Eaton, 1931-1932
- Mrs. Henry S. Hopper, 1932-1934
- Mrs. Lester E. Lynde, 1934-1936
- Miss Anne B. Penniman, 1936-1939
- Mrs. Frederick M. Boyce, 1939-1941,  
Barrington, R.I.
- Mrs. F. Tyler Carlton, 1941-1943
- Miss Anne B. Penniman, 1943-1944
- Mrs. Harold T. Godfrey, 1944-1946
- Mrs. Otis C. Severance, 1946-1946  
Cooperstown, New York
- Mrs. Harold T. Godfrey, 1946-1947
- Mrs. Edward C. Nichols, 1947-1949
- Mrs. Ernest L. Wilkinson, 1949-1951
- Mrs. Roland H. Sherman, 1951-

\*Deceased

## Presidents

## OFFICERS 1952 - 1953

President	MRS. ROLAND H. SHERMAN Tel. 15
First Vice-President	MRS. DONALD L. AMY Tel. 2079
Second Vice-President	MRS. WALLACE RENNIE Tel. 706
Recording Secretary	MRS. EVERETT L. HULL Tel. 1509
Corresponding Secretary	MRS. FREDERICK FLATHER Tel. 1427
Treasurer	MRS. HENRY J. STEVENSON Tel. 38

### **Directors for One Year**

Mrs. C. Leon Houghton      Mrs. George H. Gage

### **Directors for Two Years**

Mrs. Leslie S. Jolliffe      Mrs. Stanley W. Parker

### **Directors for Three Years**

Mrs. Ellis M. Moore      Mrs. F. Tyler Carlton

Directors' meetings are held with the president the second Wednesday of each month at 9:45 A.M.

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### **Decorating Committee**

MRS. JAMES L. DEAN, Chairman,  
MRS. CLIFTON R. HARRISON  
MRS. ERNEST L. WILKINSON  
Tel. 835



### **Clubhouse and Grounds Committee**

MRS. CARL E. ELANDER, Chairman, Tel. 783-R  
MRS. WILLIAM V. EMMONS  
MRS. BERNARD H. CAPEN  
MRS. ERNEST C. HAY

### **Committee on Teas**

MRS. EMIL J. DesROCHES, Chairman, Tel. 2147  
MRS. HARRY A. DONOVAN  
MRS. FREDERICK W. GOULD  
MRS. GEORGE W. GLENNIE  
MRS. WILLIAM R. EDWARDS  
MRS. BERNARD H. CAPEN

### **Printing Committee**

MISS BESSIE P. GOLDSMITH  
MRS. EVERETT L. HULL

### **Auditor**

MISS ANNE B. PENNIMAN

### **Nominating Committee**

MRS. ERNEST L. WILKINSON, Chairman, Tel. 1653  
MRS. HAROLD T. GODFREY  
MRS. GEORGE K. SANBORN

### **November Club Assembly Committee**

MRS. ERNEST L. WILKINSON, Chairman, Tel. 1653  
MRS. CLEVELAND GILCREAST, Treasurer

### **Rummage Sale Committee**

MRS. EDWARD C. NICHOLS and  
MRS. WALTER C. TOMLINSON, Co-Chairmen

### **Community Service Committee**

MRS. CLEVELAND GILCREAST, Chairman, Tel. 1312  
MRS. W. GORDON DUNNING  
MRS. JOSEPH F. RAICHLEN  
MRS. WALLACE RENNIE  
MRS. JOSEPH J. TAVERN

### **Andover Infirmary Christmas Committee**

MRS. HOWELL M. STILLMAN, Chairman, Tel. 37  
MRS. GEORGE W. GLENNIE  
MISS MABEL MARSHALL

## **Officers**

## **Committees**

## CALENDAR

November, 1952

April, 1953

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Meetings are held at the November Clubhouse, 6 Locke Street, on alternate Mondays, at 3:00 P.M., unless otherwise stated. Refreshments will be served at the close of each meeting.

Guest privilege limits a resident of Andover to two meetings.

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### Nov. 3 LIVE YOUR OWN LIFE

Alice-Leone Moats

Author of best sellers, a roving correspondent and a far-sighted political reporter

Reception for new members at 2:45 P.M.

### Nov. 17 HOW TO APPRECIATE PRINTS

Arthur W. Heintzelman

Keeper of the Wiggin Collection and Prints, Boston Public Library

### Dec. 1 THE WASHINGTON SCENE

Lafayette Marchand

News Editor—Critic—Analyst  
(President's day)



- Dec. 15 AMERICAN HOLIDAY WITH WILD LIFE  
(with outstanding motion pictures of wild animals)  
Gustav Grahm  
Noted Naturalist—Lecturer—Explorer  
(Children's day)
- Jan. 19 A BOTANIST IN YOUR GROCERY  
STORE  
The story of food from ground to grocery  
Dr. Richard Howard
- Feb. 2 DESERT DESTINY  
The first all-color film ever made in the  
Middle East  
Dr. J. Michael Hagopian  
Leading authority on Arab and Middle-  
Eastern Affairs
- Feb. 16 THE ROMANCE OF EDUCATION  
Robert H. W. Webb, Jr.  
Robert H. W. Welch, Jr.  
Authority on latest education trends  
8:15 P.M.
- March 2 SCOTLAND YARD  
Richard Harrison  
British Authority on crime and police work  
8:15 P.M.—Guest night
- March 16 ONE-WOMAN THEATRE  
Adele Neff  
Delineator of Characters
- March 30 ADVENTURES IN READING  
Marion Tucker Rudkin  
A favorite book reviewer
- April 13 ANNUAL MEETING  
Slides on Japan presented by Louise Sher-  
man  
(For members only)

## NOTICES

### ART SCHOLARSHIP FUND

The Mrs. James B. Smith Art Scholarship Fund was established in 1921 by the Art Department for the purpose of founding a scholarship to benefit pupils from the town of Andover in studying the Fine Arts. Total amount October 15, 1952, \$1,136.89.

This year \$50.00 has been given to Robert Fredrickson of 11 Chapman Avenue.

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### TRUSTEES

Miss Alice Jenkins, Chairman

Mrs. Roland H. Sherman, President of the November Club

Mrs. Emil J. DesRoches, Chairman of the Art Department

### FINANCE FORUM

A Finance Forum for Women, a community project will be held, free of charge, on Tuesday mornings, January 13, 20, 27 and February 3, at ten o'clock in the clubhouse. Speakers who are well-known in their respective fields will discuss "Life Insurance and Social Security," "Wills, Estates and Trusts," "Investments" and "Real Estate and Mortgages."

Details will be announced later.



# DEPARTMENT PROGRAMS

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## ART

Mondays at 3:00 P.M.

### Committee

Mrs. Emil J. DesRoches and Mrs. Theodore Dodge, Co-Chairmen  
Mrs. W. Gordon Dunning  
Mrs. George W. Glennie

- |          |  |
|----------|--|
| Nov. 10  | Chinese Art—The Chinese Eye                        |
| Nov. 24  | Leonardo DaVinci—500th Anniversary                 |
| Dec. 8   | The Child in Art                                   |
| Jan. 12  | The Symbol of the Rose                             |
| Jan. 26  | St. Francis of Assissi—His Place in Art            |
| Feb. 9   | Beginning of Still-Life Painting—17th-19th Century |
| Feb. 23  | Still-Life Painting in the 20th Century            |
| March 9  | Poetry of the Needle                               |
| March 23 | Trip to Lowell Textile Institute                   |
| April 6  | Peepers  |

## DRAMA

Fridays at 2:00 P.M.

### Committee

Miss Mabel Marshall and  
Mrs. W. Gordon Dunning, Co-Chairmen  
Mrs. Eugene J. Lovely  
Mrs. Albert E. Jewell

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|---------|---|
| Nov. 7  | Social hour and business meeting (guests invited) |
| Dec. 5  | Christmas Program                                 |
| Jan. 23 | Stunts  |
| Feb. 6  | Two One-Act Plays                                 |
| March 6 | Play for members and guests of Drama Department   |
| March   | Theater Party—Boston                              |
| April 3 | Annual Meeting                                    |



# LITERATURE

Wednesdays at 3:00 P.M.

## Committee

Mrs. Harold Smith  
Mrs. F. Tyler Carlton

## LITERARY SERIES

MISS IRENE E. COOK  
Instructor of English in North Andover  
High School

Nov. 12 New Books  
HEARTH IN THE SNOW

Laura Buchan

Dec. 10 SILVER CHALICE

Thomas B. Costain

Feb. 11 ONE MAN'S AMERICA

Allistaire Cooke

March 18 To Be Announced

April 8 Annual Meeting

## Drama

## Literature

## ROLL OF MEMBERS

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Abbott, Frances W. (Mrs. Charles E.)  
Amy, Marietta A. (Mrs. Donald L.)  
Banta, Lorene S. (Mrs. Cornelius G. S.)  
Barnard, Elizabeth D. (Mrs. Foster C.)  
Barnard, Winifred M. (Mrs. W. Shirley)  
Bell, Edith F. (Mrs. Joseph P.)  
Bell, Mary W. (Miss)  
Bennett, Mary D. (Mrs. Charles R.)  
\*Berry, Lucy A. (Mrs. Fred P.)  
Billings, Emilie F. (Mrs. Walter E.)  
Blake, Gertrude I. (Mrs. Preston H.)  
Bliss, Eleanor G. (Mrs. Arthur)  
Bodwell, Eva C. (Mrs. Henry A.)  
Bond, Anna M. (Mrs. John W.)  
Bottomley, Amelia P. (Mrs. Jesse)  
Bradley, Elizabeth (Mrs. Frederick W.)  
Brannan, Marcia (Mrs. Fred B.)  
Brigham, Winifred W. (Mrs. Frank L.)  
Brown, Deborah T. (Mrs. Will G., Jr.)  
Brown, Ethel F. (Miss)  
Burt, Carolyn R. (Mrs. J. Albion)  
Butler, Ruth L. (Mrs. Byron T.)  
Buttrick, Lillian M. (Mrs. Frank A.)  
Capen, Lesta F. (Mrs. Bernard H.)  
Carlton, Alice Loomer (Mrs. F. Tyler)  
Carter, Harriet W. (Miss)  
Clark, Augusta (Mrs. Myron H.)  
\*Clark, Louise M. (Mrs. Granville A.)  
Cole, Betty Lane (Mrs. John N., 2nd)  
Cole, Marion Barnard (Mrs. Arthur W.)  
Critchley, Elizabeth N. (Mrs. F. Thomas)  
Currier, Gertrude (Mrs. Willard A.)  
Currier, Margaret C. (Mrs. Charles A.)  
Currier, Mary Louise D. (Mrs. Willard H.)  
Davis, Fannie E. (Miss)  
Dean, Jane S. (Mrs. Edward P.)  
Dean, Marion (Mrs. James L.)  
DesRoches, Frances S. (Mrs. Emil J.)  
Dodge, Margaret A. (Mrs. Theodore L.)  
Donald, Edith J. (Mrs. Douglas)



Donovan, Ruth K. (Mrs. Harry A.)  
Dunning, Grace L. (Mrs. W. Gordon)  
Eaton, Lucy Allen (Mrs. Thaxter)  
Eaton, Mildred F. (Mrs. James H.)  
Edwards, Marjorie (Mrs. William R.)  
Elander, Anna E. (Mrs. Carl E.)  
Emmons, Dorothy (Mrs. Thomas A.)  
Emmons, Grace G. (Mrs. Harry I.)  
Emmons, Marjorie W. (Mrs. William V.)  
Emsley, Gladys L. (Mrs. Howard A.)  
Ezell, Woodson Cole (Mrs.)  
Farlow, Maude Soule (Mrs.)  
Field, Pauline G. (Mrs. Leon A.)  
Finger, Mary B. (Mrs. Louis S.)  
Flagg, Annie F. (Mrs. Burton S.)  
Flather, Edith (Mrs. Frederick)  
Foster, Irene (Mrs. William P.)  
French, Clara Belle S. (Mrs. Philip R.)  
Frost, Charlotte E. H. (Mrs. Archie N.)  
Gage, Mildred A. (Mrs. George H.)  
Gibson, May Bess (Mrs. Alexander D.)  
Gilcreast, Florence A. (Mrs. John E.)  
Gilcreast, Harriet J. (Mrs. Cleveland)  
Glennie, Gertrude C. (Mrs. Douglas)  
Glennie, Hazel K. (Mrs. George W.)  
Godfrey, Ruth M. (Mrs. Harold T.)  
Goldsmith, Bessie Punchard (Miss)  
Gould, Edna G. (Mrs. Frederick W.)  
Gregory, Bessie (Mrs. Charles)  
Guth, Barbara (Mrs. Francis)  
Hadley, Grace F. (Mrs. Ralph E.)  
Hall, Maude James (Mrs. Byron C.)  
Hammond, Bethea M. (Mrs. Edmond E.)  
Hanson, Marguerite (Mrs. William V.)  
Harrison, Lesley W. (Mrs. Clifton R.)  
Haselton, Mabel (Mrs. George E.)  
Hay, Louise O. (Mrs. Ernest C.)  
Hearsey, Marguerite (Miss)  
Hopkins, Alice L. (Miss)  
Hopper, Anna H. (Mrs. Henry S.)  
Horne, Mildred Videto (Mrs. Burchard Everett)  
Houghton, Jean B. (Mrs. Oliver R.)  
Houghton, Sally E. (Mrs. C. Leon)  
Hull, Elizabeth B. (Mrs. Everett L.)  
Hulme, Louise D. (Mrs. Frederick R.)  
Jaspert, Eileen (Mrs. George H.)  
Jenkins, Alice C. (Miss)  
Jenkins, Evelyn (Miss)

## Roll of Members

Jenkins, Kate P. (Miss)  
Jewell, Ruth (Mrs. Albert E.)  
Johnson, Anne L. (Mrs. Frank E.)  
Johnson, Margaret W. (Mrs. Mitchell)  
Jolliffe, Eldora (Mrs. Leslie S.)  
Jones, Mary N. T. (Mrs. Frederick H.)  
Kelsey, Louise R. (Miss)  
Kerr, Jennie (Mrs. Albert L.)  
Kurth, Isabel S. (Mrs. William W.)  
Leitch, Gertrude S. (Mrs. Harold W.)  
Lillis, Beatrice C. (Mrs. Walter F.)  
Lloyd, Anne (Mrs. Andrew J.)  
Longe, Mabel K. (Mrs. J. Kendall)  
Lord, Elizabeth W. (Mrs. Wilfred)  
Loud, Ethel G. (Mrs. Stanley W.)  
Lovely, Isabell K. (Mrs. Eugene V.)  
Luedke, Edythe M. (Mrs. George)  
Lynde, Frances W. (Mrs. Lester E.)  
Manning Dorothy (Mrs. Mervyn M.)  
Marshall, Mabel (Miss)  
Mayo, Pauline A. (Mrs. Robert D.)  
McTernen, Helen M. (Mrs. Malcolm B.)  
Medkeff, Anita (Mrs. W. F.)  
Merrill, Gertrude A. (Mrs. Ernest S.)  
Mondale, Madelyn S. (Mrs. Walter E.)  
Moore, Frances R. (Mrs. Ellis M.)  
Nason, Lulu W. (Mrs. Evan A.)  
Newton, Elizabeth A. (Mrs. Lester C.)  
Nichols, Arita Taft (Mrs. Edward C.)  
Noyes, Mary A. (Mrs. Harry H.)  
Nunez, Edith R. (Mrs. V. E.)  
Nutton, Frances M. (Mrs. Percy)  
Parker, Evelyn (Miss)  
Parker, Helen C. (Mrs. Stanley W.)  
Partridge, Dorothy (Mrs. Walter H.)  
Penniman, Anne B. (Miss)  
Penniman, S. Ella (Miss)  
Penwell, Charlotte M. (Mrs. Kenneth C.)  
Putnam, Miriam (Miss)  
Raichlen, Marjorie (Mrs. Joseph F.)  
Rafton, Helen G. (Mrs. Harold R.)  
Reading, Ethel C. (Mrs. Arthur H.)

Reeves, Mildred B. (Mrs. Arthur A.)  
Rennie, Margaret W. (Mrs. Wallace)  
Robjert, Mary B. (Mrs. George F.)  
Rodericks, Irene W. (Mrs. Francis J.)  
Rogers, Martha E. (Mrs. Irving E.)  
Rutter, Dorothea E. (Mrs. Harold A., Jr.)  
Sanborn, Dorothy F. (Mrs.)  
Sanborn, Frances L. (Mrs. George K.)  
Sanborn, Laura M. (Miss)  
Shaw, Anne S. (Mrs. Clinton D.)  
Sherman, Olive F. (Mrs. Roland H.)  
Sjostrom, Monimia S. (Mrs. Ivar L.)  
Smith, Marjorie (Miss)  
Smith, Myra Church (Mrs. J. Lewis)  
Smith, Myrtle (Mrs. Harold)  
Stevenson, Mildred J. (Mrs. Henry J.)  
Stillman, Mary (Mrs. Howell M.)  
Stone, May H. (Mrs. Colver J.)  
Stowers, Anne (Mrs. Nathaniel)  
Stulgis, Beatrice S. (Mrs. Vincent F.)  
Tavern, Dorothy S. (Mrs. Joseph J.)  
Taylor, Elizabeth B. (Mrs. Robert B.)  
Tewksbury, Ethel H. (Miss)  
Tomlinson, Alica B. (Mrs. Walter C.)  
Trott, Emma D. (Mrs. Emery J.)  
Trow, Florence B. (Mrs. William A.)  
Valz, Erma (Mrs. Dino G.)  
Vandenbergh, Ellen (Mrs. Jack A.)  
Veit, Ethel H. (Mrs. Herbert H.)  
Walworth, Frances (Mrs. Joseph E.)  
Weaver, Grace K. (Mrs. Elbert C.)  
Webster, Mina (Mrs. Dean K., Jr)  
Wells, Minnie E. (Mrs. Chester H.)  
Welsh, Ann (Mrs. Robert)  
West, Elizabeth C. (Mrs. George)  
Westhaver, Martha G. (Mrs. George B.)  
Whitney, Alice T. (Miss)  
Wilkinson, Helen K. (Mrs. Ernest L.)  
Wilkinson, Priscilla B. (Mrs. Ralph B.)  
Wilson, Edith C. (Mrs. Alexander)  
Woodcock, Marian E. G. (Mrs. Alan)

\*Has a substitute.



## NEW MEMBERS

Dearborn, Dorothy R. (Mrs. Everett C.)  
Downs, Laura Cheever (Mrs. James E.)  
Lamb, Mary (Mrs. Claude M.)  
Moore, Alice G. (Miss)  
Newcomb, Elizabeth (Mrs. Winthrop)  
Poore, Thayer (Mrs. Charles M.)

## SUBSTITUTE MEMBER

Fuller, Julia (Mrs. James C.)  
Riggs, Alice (Mrs. Homer C.)

## HONORARY MEMBERS

Angus, Annie Smart (Mrs. John C.)  
Bigelow, Carrie H. (Mrs. E. Victor)  
Boyce, Eda T. (Mrs. Frederick M.)  
Severance, Marion M. (Mrs. Otis C.)

# CHARTER

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BE IT KNOWN that whereas Emily A. Means, Elizabeth L. Handy, Abby L. Thomson, Ida M. McCurdy, Abbie J. Smith, Helen M. Coy, Maria S. Merrill, Elizabeth B. D. Smyth, Catherine S. Tyer, Philena McKeen, and Mary A. Johnson have associated themselves with the intention of forming a corporation under the name of the November Club, for the purpose of literary, social and educational purposes, and establishing and maintaining a place for a reading-room, library and social meetings, and have complied with the provisions of the Statutes of this Commonwealth in such case made and provided, as appears from the certificate of the President, Treasurer, and Directors of said Corporation, duly approved by the Commissioners of Corporation, and recorded in this office:

Now, therefore, I, William M. Olin, Secretary of the Commonwealth of Massachusetts, do hereby certify that said Emily A. Means, Elizabeth L. Handy, Abby L. Thomson, Ida M. McCurdy, Abbie J. Smith, Helen M. Coy, Maria S. Merrill, Elizabeth B. D. Smyth, Catherine S. Tyer, Philena McKeen, and Mary A. Johnson, their associates and successors, are legally organized and established as and are hereby made an existing corporation under the name of the November Club, with the powers, rights, privileges, and subject to the limitations, duties and restrictions which by law appertain thereto.

Witness, my official signature hereunto subscribed, and the seal of the Commonwealth of Massachusetts hereunto affixed this fifteenth day of June, in the year of our Lord one thousand eight hundred and ninety-one.



WILLIAM M. OLIN,  
Secretary of the Commonwealth

# BY-LAWS

## Article I—MEMBERSHIP

The membership shall include the following classes: Regular, Honorary, Associate, and Substitute Members.

### Regular Members

The regular membership shall be limited to two hundred.

Members may propose each year the name of one person for membership. The name must be presented in writing to the Corresponding Secretary with some word of recommendation, endorsed by two other members, and signed. Members of the Club may endorse not more than one name each year. These names with their sponsors shall be placed on a waiting list from which the Board of Directors shall fill all vacancies as they occur. The voting shall be by ballot, and the vote of seven members of the Board of Directors shall be necessary for election. No name shall remain on the waiting list more than two years, but it may be proposed again after that time.

Regular members shall pay an annual fee of nine dollars, one dollar of which is an assessment for teas. This amount shall be due and payable at the annual meeting. Membership cards are not transferable.

The Board of Directors will consider applications for membership in the Club at any time during the year, but only the names of those accepted by the Board before the last Wednesday in September will appear in the yearbook.

Members wishing to resign from the Club must present their resignation in writing to the Corresponding Secretary by May fifteen, otherwise they will be held responsible for their annual dues.

Members who fail to pay their dues by June fifteen shall forfeit their membership in the Club.

New regular members shall sign the By-Laws, and shall pay an entrance fee of five dollars and an annual fee of nine dollars, one dollar of which is for teas. This amount shall be due and payable on their admission to the Club.

Regular members shall elect officers of the club and act upon all questions that come before them.

### Honorary Members

Honorary membership shall include:—



First, Past Presidents no longer active members of the Club.

Second, any distinguished person elected by the Club.

#### Associate Members

Any lady temporarily residing in Andover, whose name has been proposed in writing, such proposals signed by three regular members, may be elected by the Board of Directors as an associate member for a term of three years.

The voting shall be by ballot, and the candidate shall receive at least seven votes.

The annual fee shall be the same as that of a regular member.

An associate member shall not participate in the business of the Club, nor be re-elected, nor retain membership after removal from Andover.

The number of associate members shall not exceed five.

#### Substitute Members

A regular member intending to be absent from Andover throughout a Club year may, by notifying the Secretary to that effect not later than May fifteen, have a substitute appointed by the Board of Directors for that year. No member may have a substitute for two consecutive years.

The annual fee shall be the same as that of a regular member, which shall be due on or before the first meeting in November.

Substitute members shall not take part in any business of the Club.

#### Article 11—OFFICERS

Officers shall be elected by ballot at the annual meeting: the President, Vice-Presidents, Recording and Corresponding Secretaries, and Treasurer for one year, and two Directors for three years.

No Director shall be eligible for re-election until one year after the expiration of her term of service.

A vacancy in the Board of Directors occurring during the Club year shall be filled by the Board for the remainder of that Club year.

## Duties of Officers

The President shall preside at all meetings of the Club and of the Board of Directors, and shall perform all the duties usually belonging to her office.

In the absence of the President, her duties shall devolve upon the First Vice-President; or, in her absence upon the Second Vice-President. In the absence of all these officers the Club may elect a President pro tempore.

The Recording Secretary shall keep a full record of all meetings of the Club; and at each meeting the records of the previous meeting shall be read for correction and approval. The Corresponding Secretary shall have charge of the Correspondence of the Club.

The Treasurer shall collect and have charge of all dues, fees, and other moneys of the Club; and shall spend or invest the same as may be directed by the Board of Directors. Bills shall be approved by the President before payment.

A correct account of receipts, expenditures, and investments shall be kept, and near the close of the year the same shall be audited by some one appointed by the Board of Directors, but not from its own members. The accounts shall be closed annually, and a report thereof submitted by the Treasurer to the Board of Directors at its last meeting for the year.

This report shall be read to the Club at the annual meeting.

The Board of Directors shall have charge of all affairs and manage all business of the Club concerning which no other provision is made in the By-Laws. The Board of Directors shall appoint one of its number as a Clerk, who shall keep its records and attend to such correspondence as it may direct. The Board shall submit, at the annual meeting, a report of the work of the Club for the year then closing.

### Article III—QUORUM

Twenty regular members of the Club shall constitute a quorum for the transaction of business.

### Article IV—MEETINGS

Regular meetings of the Club shall begin at a date and hour determined by the Board of Directors. The Club year shall begin the first Monday in November and end on a date as near the fifteenth of April as possible.

The meetings shall be held fortnightly upon the same day of the week as the first meeting unless otherwise determined by the Board of Directors.

Special meetings of the Club may be called by the President, through the Secretary, at the request of two Directors.

The Board of Directors shall arrange its own calendar, but shall adjourn all meetings, except the last for the year, to a fixed date.

### Article V—MANUAL

The business of this Club and of its Board of Directors shall be conducted according to the rules of procedure given in "Roberts' Rules of Order" when not otherwise provided for in the By-Laws.

### Article VI—GUESTS

At regular meetings of the Club, members may bring guests on payment of fifty cents for each guest.

### Article VII—AMENDMENTS

At any regular meeting the By-Laws may be amended by a vote of two-thirds of the members present and voting, provided the amendment proposed has been presented in writing at a regular meeting of the Club at least two weeks previous.

### Article VIII—SUSPENSIONS

By a unanimous vote, any By-Law, except Article VIII, may be suspended at any meeting for that day only.

This By-Law cannot be suspended.



# RULES OF PROCEDURE

For Nominating and Electing Officers of the  
November Club

A committee of three (3), (no member of which shall be an officer of the Club), shall be elected at the annual meeting to act as a nominating committee for the ensuing year.

At the annual meeting, the nominating committee shall present a slate, placing upon it the name of one candidate for each office for the following year, having first obtained the consent of each candidate.

All elections shall be by ballot.

Members shall vote by placing a cross before the name of the candidate for each office, and the voting shall be continued until all offices are filled, unless otherwise ordered by the Club.

## HOUSE COMMITTEE

No Department shall use the clubhouse, or incur any indebtedness for the same, without consulting the House Committee.











